

SUMMER 2017 IT & COMPUTER SKILLS

NOVA Workforce >> Course Schedule

nvcc.edu/workforce

Courses and Programs

Course Topics:

Application Development	2
AutoCAD & Revit	2
Big Data & Cloud Computing	3
Certifications & Prep	3
Computer Fundamentals	6
Cyber Security	6
Database Systems	7
Microsoft Office & Computer Applications	7
Multimedia & Filmmaking	9
Networking & Communications	10
Web Design & Development	10

Certificates:

For more information visit nvcc.augusoft.net or click the certificate title.

- Cisco Networking/CCNA Preparation
- CompTIA® A+ Computer Service Technician
- Database Administrator
- Digital Video & Filmmaking Production
- Java Programming
- Microsoft Office
- Oracle Developer
- Software Testing
- Web Design – Fast Track
- Web Design – Fundamentals (Online)
- Web Development - Level 1
- Web Development - Level 2

Stay Connected

Follow us on Facebook and Twitter to receive up-to-date information about NOVA Workforce news and events! Our website is updated frequently. Please check it for the latest course information.



[facebook.com/NOVAWorkforce](https://www.facebook.com/NOVAWorkforce)



twitter.com/NOVAWorkforce

www.nvcc.edu/workforce

Application Development

Intro to Java Programming

Java is a general purpose programming language commonly used for developing and delivering content on the Web. You will learn the components of a Java program, compile and execute Java applications, and become familiar with object-oriented programming methodology.

Prerequisites: Working knowledge of DOS commands and Windows. Programming experience is helpful. **Textbook Required.**

2010004 | 2.6 CEU | \$749

📍 **Annandale Campus:** Sat, 5/27 – 6/17 9:00 AM – 4:30 PM
Hung Vu [Register Now](#)

Intermediate Java Programming

You will expand on and reinforce concepts learned in the introductory course. Solidify your skills in writing, compiling, and executing applications using the Java programming language. You'll also explore new Java programming concepts and the Java Application Programming Interface (API). **Prerequisites:** Intro to Java Programming, or a solid knowledge of the Java programming language, object-oriented programming methodology, WWW and HTML. **Textbook Required.**

2010005 | 2.6 CEU | \$749

📍 **Annandale Campus:** Sat, 6/24 – 7/22 9:00 AM – 4:30 PM
Hung Vu [Register Now](#)

Advanced Java Programming

Develop advanced skills in Java programming! You will learn how to create graphical user interfaces, implement a dynamic list using an array, and develop thread classes. Explore the concept of event-driven programming and how to connect to an Oracle Relational Database. **Prerequisites:** Intro to Java Programming and Intermediate Java Programming or equivalent experience. **Textbook Required.**

2010006 | 2.6 CEU | \$749

📍 **Annandale Campus:** Sat, 7/29 – 8/19 9:00 AM – 4:30 PM
Hung Vu [Register Now](#)

Python Programming: Level 1

Hands-on programming course. Learn the basics of Python, including variables, data types, if statements, and loops. Create Python modules that include functions and complex Python data types. Explore file creation and Python exceptions. **Textbook required.**

2010028 | 1 CEU | \$319

📍 **Reston Center:** Thu, 5/25 – 6/15 7:00 PM – 9:30 PM
Tierney Pitzer [Register Now](#)

Python Programming: Level 2

Hands-on programming course. Create Python classes and methods. Practice OO Design concepts including inheritance and polymorphism. Also explore creating files and Python databases, along with using Python third-party modules. **Textbook required.**

2010029 | 1 CEU | \$319

📍 **Loudoun – Signal Hill:** Thu, 7/13 – 8/3 7:00 PM – 9:30 PM
Tierney Pitzer [Register Now](#)

AutoCAD & Revit

AutoCAD® Level 1: Basic 2-D Drawing

Welcome to the world of computer-aided drafting (CAD)! Increase precision, efficiency and productivity with this hands-on course. You will learn the basic operation and application of the AutoCAD® software for creating and editing 2-D drawings.

2020001 | 1.8 CEU | \$489

📍 **Loudoun Campus:** Sat, 6/3 – 6/17 9:00 AM – 4:00 PM
Dorrence Johnson [Register Now](#)

AutoCAD® Level 2: Beyond Basic

Advanced your knowledge of AutoCAD®! You will learn more complex AutoCAD® commands and techniques, including creating complex drawings, external references, advanced blocks, polylines and regions, advanced customization, Object Linking and Embedding (OLE), Raster Images, web plotting (DWF) and an introduction to 3D.

2020002 | 1.8 CEU | \$489

📍 **Loudoun Campus:** Sat, 7/15 – 7/29 9:00 AM – 4:00 PM
Dorrence Johnson [Register Now](#)

Introduction to Revit®

Revit® is used for the creation of three dimensional models, views, details, and construction documents for architectural projects. You will create architectural drawings and learn about plans, sections, elevations, and schedules. Also, explore the concepts behind Building Information Management (BIM). **Prerequisites:** An understanding of United States Architectural Drafting, wood and steel framing, and the use of Imperial units. Minimal computer skills required, CAD Experience is helpful but not required. Textbook optional.

2020003 | 2.4 CEU | \$629

📍 **Annandale Campus:** Tue, Thu, 5/23 – 6/15 6:00 PM – 9:00 PM
Mary Kadlubowski [Register Now](#)

Revit® – Level 2

Expand your skills in Revit®. You will learn detailing, creating schedules, custom families, and the creation of options. Through lecture, guided examples and hands-on exercises you will become a more proficient user of Revit®. **Prerequisite:** Introduction to Revit. Textbook optional.

2020004 | 2.4 CEU | \$629

📍 **Annandale Campus:** Tue, Thu, 6/20 – 7/18 6:00 PM – 9:00 PM
Mary Kadlubowski [Register Now](#)

IT and computer
courses are popular
and fill quickly.



Enroll today!

Big Data & Cloud Computing

NEW

AWS Certified Solutions Architect (Associate)

Amazon Web Services (AWS) Certifications are the leading certificates for any IT professional working with AWS. This hands-on course will provide in depth knowledge about AWS architectural principles and components. You will learn to manage highly available and fault tolerant enterprise and web-scale software deployments, how to migrate and deploy cloud based solutions, and implement cloud solutions on AWS. The course will help participants prepare for the AWS Architect Certification - Associate Level exam. **Textbook required.**

2140003 | 2.4 CEU | \$1,800

- Reston Center: Mon, Wed, 7/10 – 7/26 6:00 PM – 10:00 PM [Register Now](#)

Certifications & Prep

Get Certified!

WCG Eligible Programs: To qualify for the Workforce Credentials Grant (WCG) financial assistance fund you must meet the Virginia domicile requirements. You may qualify for funding that pays 66% of the bundled price. Learn more at www.nvcc.edu/workforce/wcg

We care about your success! An **IT Prequalifying Assessment** is required before registering for any of these courses.

CompTIA® A+ Certification

Bundled price includes both Hardware & Software courses, textbook and industry certification exams.

2040034 | 6.4 CEU | \$2,301

[More Information](#)

- Woodbridge Regional Center (WRC):
Sat, 5/13 – 7/15 9:00 AM – 5:30 PM
- Woodbridge Regional Center (WRC):
Mon, Tue, Wed, Thu, 6/5 – 6/15 8:30 AM – 4:30 PM

CompTIA® Network+

Bundled price includes course, textbook and industry certification exam.

2040005 | 3.2 CEU | \$1,338

[More Information](#)

- Woodbridge Regional Center (WRC):
Wed, 6/21 – 8/9 6:00 PM – 10:00 PM
Kwabena Konadu
- Annandale, CED – 6th floor (off campus location):
Thu, Mon, 6/22 – 7/20 6:00 PM – 10:00 PM
Kofi Mitchual
- Woodbridge Regional Center (WRC):
Mon, Tue, Wed, Thu, 6/26 – 6/29 8:30 AM – 4:30 PM

NEW

CompTIA® IT Fundamentals

This course will help prepare you for the CompTIA® IT Fundamentals certification! Through presentations, demonstrations, and knowledge-based exercises, you will gain a fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance. You will also learn about cutting-edge technologies such as cloud computing and virtualization.

Prerequisite: Basic knowledge of PCs. **Textbook required.**

2040040 | 3 CEU | \$899

- Woodbridge Regional Center (WRC):
Tue, Wed, Thu, Fri, 5/30 – 6/2 9:00 AM – 5:00 PM
[Register Now](#)
- Loudoun – Signal Hill: Mon, Wed, 7/10 – 8/9 6:00 PM – 9:00 PM
[Register Now](#)

CompTIA® Security+

Bundled price includes course, textbook and industry certification exam.

2040007 | 3.2 CEU | \$1,290

[More Information](#)

- Loudoun Campus: Sat, 7/15 – 8/19 9:00 AM – 4:30 PM
Chola Chhetri
- Woodbridge Regional Center (WRC):
Mon, 6/12 – 8/7 6:00 PM – 10:00 PM
Kwabena Konadu
- Woodbridge Regional Center (WRC):
Mon, Tue, Wed, Thu, 7/10 – 7/13 8:30 AM – 4:30 PM

Certified Cisco Entry Network Technician (CCENT)

Bundled price includes course, textbook and industry certification exam. The bundled price of this class includes the exam for the ICND1 only.

2040038 | 3 CEU | \$1,299

[More Information](#)

- Annandale, CED – 6th floor (off campus location):
Wed, 5/24 – 7/26 6:00 PM – 9:00 PM
- Woodbridge Regional Center (WRC):
Mon, Tue, Wed, Thu, 7/24 – 7/27 9:00 AM – 4:30 PM

Certified Cisco Network Associate (CCNA)

Bundled price includes course, textbook and industry certification exam. The bundled price of this class includes the exam for the ICND2 only.

2040039 | 3 CEU | \$1,299

[More Information](#)

- Woodbridge Regional Center (WRC):
Mon, Tue, Wed, Thu, 7/31 – 8/3 9:00 AM – 4:30 PM

CompTIA® A+ Essentials – Software - Part 1

The focus of this course is on software, operating systems and related problems. You'll learn the proper starting procedures for Windows XP, Vista & 7. Function, structure, operation and file management will be discussed in detail. **Prerequisite:** Working knowledge of computer hardware and software. **Textbook required.**

2040018 | 1.6 CEU | \$449

➤ **Annandale, CED – 6th floor (off campus location):**

Tue, 5/16 – 6/6

David Campbell

6:00 PM – 10:00 PM

[Register Now](#)

CompTIA® A+ Essentials – Software - Part 2

In this course you will learn to troubleshoot a variety of software-related problems in a hands-on testing environment. Operating systems installation, configuration and upgrade procedures will be thoroughly examined, and memory management and the diagnosis of memory-related problems will be investigated. **Prerequisite:** CompTIA® A+ Essentials – Software - Part 1 or equivalent experience. **Textbook required.**

2040019 | 1.6 CEU | \$449

➤ **Annandale, CED – 6th floor (off campus location):**

Tue, 6/13 – 7/11

David Campbell

6:00 PM – 10:00 PM

[Register Now](#)

CompTIA® A+ Certification

This course will give you the foundations needed for the CompTIA® A+ certification exam. Software topics include installing, building, repairing, configuring, and troubleshooting. Hardware topics include installing, building, repairing, configuring, troubleshooting, and preventive maintenance of hardware. Through lectures and labs, you will learn how to install and set up operating systems, configure, troubleshoot, maintain and manage hardware using operating systems. **Prerequisite:** Working knowledge of personal computers. **Textbook required.**

2040034 | 6.4 CEU | \$1,798

[More Information](#)

➤ **Woodbridge Regional Center (WRC):**

Sat, 5/13 – 7/15

9:00 AM – 5:30 PM

➤ **Woodbridge Regional Center (WRC):**

Mon, Tue, Wed, Thu, 6/5 – 6/15

8:30 AM – 4:30 PM

CompTIA® Network+

CompTIA® Network+ is an industry recognized certification that is trusted around the world. You will learn to design, configure, manage and troubleshoot wired and wireless network all while preparing for the certification exam. This class is based on the latest exam (N10-006).

Prerequisite: Basic knowledge of PCs. **Textbook required.**

2040005 | 3.2 CEU | \$899

[More Information](#)

➤ **Woodbridge Regional Center (WRC):** Wed, 6/21 – 8/9

Kwabena Konadu

6:00 PM – 10:00 PM

➤ **Annandale, CED – 6th floor (off campus location):**

Thu, Mon, 6/22 – 7/20

Kofi Mitchual

6:00 PM – 10:00 PM

➤ **Woodbridge Regional Center (WRC):**

Mon, Tue, Wed, Thu, 6/26 – 6/29

8:30 AM – 4:30 PM

CompTIA® Security+

CompTIA® Security+ is a vendor-neutral certification that validates the competency of security professionals working in the IT industry. The Security+ certification confirms a technician's critical knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. **Prerequisites:** Knowledge of networking and a background in information security. CompTIA® Network+ certification is recommended. **Textbook required.**

2040007 | 3.2 CEU | \$899

[More Information](#)

➤ **Loudoun Campus:** Sat, 7/15 – 8/19

Chola Chhetri

9:00 AM – 4:30 PM

➤ **Woodbridge Regional Center (WRC):** Mon, 6/12 – 8/7

Kwabena Konadu

6:00 PM – 10:00 PM

➤ **Woodbridge Regional Center (WRC):**

Mon, Tue, Wed, Thu, 7/10 – 7/13

8:30 AM – 4:30 PM



“Professor is a great teacher who is passionate about the subject & his students & it shows! Great mentor!”

CompTIA® Network+ student

Certified Cisco Entry Network Technician (CCENT)

The CCENT certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. And the CCENT certification is the first step in achieving the CCNA Routing and Switching certification. Topics in this course include Basic Networking, Routing and Switching Fundamentals, TCP/IP and OSI Models, IPv4 and IPv6 Addressing, WAN Technologies, Command Line Interface for IOS, NAT, and DHCP. Interconnecting Cisco Network Devices, Part 1 (ICND1) is the exam associated with the CCENT certification. **IMPORTANT NOTICE:** This course only covers the topics associated with the ICND1 exam. **Prerequisites:** Knowledge of networking. CompTIA Network+ certification is recommended.

Textbook required.

2040038 | 3 CEU | \$899

[More Information](#)

📍 **Annandale, CED – 6th floor (off campus location):**

Wed, 5/24 – 7/26

6:00 PM – 9:00 PM

📍 **Woodbridge Regional Center (WRC):**

Mon, Tue, Wed, Thu, 7/24 – 7/27

9:00 AM – 4:30 PM

Certified Cisco Network Associate (CCNA)

The CCNA Routing and Switching certification demonstrates your knowledge to deploy, maintain, secure and operate a medium-sized enterprise network. Topics in this course include the Spanning Tree Protocol, OSPF and EIGRP IP routing protocols for IPv4 and IPv6, troubleshooting IPv4 and IPv6 routing, Virtual Private Networks, and implementing Point-to-Point and Frame Relay WANs. Interconnecting Cisco Network Devices, Part 2 (ICND2) is the exam associated with the CCNA certification. **IMPORTANT NOTICE:** To sit for the ICND2 exam, you must first pass the ICND1 exam and earn the CCENT certification. If you are pursuing the CCNA certification, you may take a comprehensive exam that covers both ICND1 and ICND2 topic. However, this course only covers topics associated with the ICND2 exam. If plan to take both exams, you may take both CCENT and CCNA courses concurrently. **Textbook required.**

2040039 | 3 CEU | \$899

[More Information](#)

📍 **Woodbridge Regional Center (WRC):**

Mon, Tue, Wed, Thu, 7/31 – 8/3

9:00 AM – 4:30 PM

Networking Fundamentals

This course introduces networking technologies, concepts and capabilities including: LAN concepts and functions, topologies, local/remote access and connectivity options, TCP/IP and OSI 7 layer protocols, cabling media, Internet connections, wide area networks (WAN), network operating systems and network management. **Textbook required.**

2040011 | 0.6 CEU | \$349

📍 **Loudoun – Signal Hill:** Sat, 6/10

Chaoxiang Kong

9:00 AM – 4:00 PM

[Register Now](#)

Cisco Router and IP Routing Protocols

This course combines lectures, exercises and hands-on labs to cover the following topics: router basics, router architecture and components, Cisco IOS software, IP routing protocols (OSPF, EIGRP, BGP and more), configuration and troubleshooting. In addition, examples are provided on how Cisco routers are used in the real enterprise environment. **Textbook required.**

2040012 | 0.6 CEU | \$349

📍 **Loudoun – Signal Hill:** Sat, 6/24

Chaoxiang Kong

9:00 AM – 4:00 PM

[Register Now](#)

Network Security & Virtual Private Networks

This course introduces network security concepts and technologies including network security policy, AAA security architecture, mitigate basic security threats, IP access list (ACL) and controlling TCP/IP services, Virtual Private Networks (VPN) and IP Security (IPsec) with real world implementations. Hands-on labs for ACL configuration are included.

Textbook required.

2040013 | 0.6 CEU | \$349

📍 **Loudoun – Signal Hill:** Sat, 7/8

Chaoxiang Kong

9:00 AM – 4:00 PM

[Register Now](#)

Switching Technologies & VLANs

Through lectures and hands-on labs, this course teaches how to configure, operate and maintain LAN switches. Topics include bridging, network segmentation, Virtual LANs (VLANs), Layer 2 and Layer 3 switching, configuring and troubleshooting Cisco switches and VLANs, switch CLI commands, menu and web access, and placing switches in the network.

Textbook required.

2040014 | 0.6 CEU | \$349

📍 **Loudoun – Signal Hill:** Sat, 7/22

Chaoxiang Kong

9:00 AM – 4:00 PM

[Register Now](#)

Wireless Networking, IPv6 & CCNA Test Review

This course provides an overview of Wireless LAN (WLAN) fundamentals, technologies, and implementation. Topics include WLAN networking concepts and IEEE 802.11 standards, WLAN topology, architecture and security. As the last class in this certificate program, additional topics such as IPv6, reviews and practice tests for CCNA preparation will also be covered. **Textbook required.**

2040015 | 0.6 CEU | \$349

📍 **Loudoun – Signal Hill:** Sat, 8/5

Chaoxiang Kong

9:00 AM – 4:00 PM

[Register Now](#)

Class schedules are subject to change.

Please check **MyWorkforce** for up-to-date class information.

nvcc.augusoft.net

Computer Fundamentals

Windows Fundamentals

Delve into the world of personal computers and Windows. In this introductory course to personal computing you will learn how to personalize your computer, file management, keyboard shortcuts, and other time saving techniques. Inexperienced computer users, or those who are new to the Windows Operating System, will benefit from this class. Required: Bring a flash drive to class.

2050002 | 0.3 CEU | \$115

📍 **Woodbridge Regional Center (WRC):** Wed, 5/31 9:00 AM – 12:00 PM
Yvonne Hobbs [Register Now](#)

Cyber Security

Cyber Jobs, Pathways & Clearances

Almost all industries have a need for skilled workers in IT security. Learn about the types of jobs available in cyber security, the education and training required to get into those jobs, and what is involved in obtaining a security clearance. This course is for anyone wishing to become more familiar with this high demand industry.

2060001 | 0.6 CEU | \$229

📍 **Loudoun – Signal Hill:** Thu, 5/25 – 6/8 6:00 PM – 8:00 PM
John Dyson [Register Now](#)

SAVE

Certified Information Systems Security Professional (CISSP®)

CISSP® certification is the most well-known standard of achievement confirming your knowledge in the field of information security. Gain a solid knowledge of the field and prepare for a wide range of IT careers, especially Federal jobs. This program is specifically tailored to go beyond basic concepts and skills to cover critical topics in information security. It includes test-taking strategies and practice questions to maximize your ability to pass the exam. This class is based on the (ISC)2 exam blueprint effective April 15, 2015. **Textbook required.**

2060005 | 3.9 CEU | \$1,199

📍 **Reston Center:** Tue, Thu, 7/18 – 8/17 6:00 PM – 9:55 PM
Sayed Hussaini [Register Now](#)
Early Bird Special: Register by 6/20 and pay only \$1,149.

Get Certified!

WCG Eligible Program: To qualify for the Workforce Credentials Grant (WCG) financial assistance fund you must meet the Virginia domicile requirements. You may qualify for funding that pays 66% of the bundled price. Learn more at www.nvcc.edu/workforce/wcg

Certified Ethical Hacker (CEH)

A Certified Ethical Hacker is a skilled professional who is able to prepare for and react to malicious intrusion. This official EC-Council course provides you with the in-depth knowledge to deploy the tools and techniques needed to protect your network. In addition to learning how to scan, test, hack, and secure systems, you'll prepare for the latest Certified Ethical Hacker exam from EC-Council. Courseware, iLabs and exam voucher are included with your course registration. **Prerequisites:** A solid understanding of computer networking and programming. CompTIA® Security+ certification or equivalent knowledge.

2060029 | 4 CEU | \$2,985

[More Information](#)

📍 **Woodbridge Regional Center (WRC):** Sat, 6/3 – 7/8 9:00 AM – 5:30 PM
Jason McHuen

I am a Hacker. I am the Good Guy. I am a CEH.



Sign Up for CEH Class Today.

EC-Council

“Excellent teaching methodology. The instructor has covered a mile long course very nicely in 10 days. Thank you!”

CISSP® student

Database Systems

Oracle SQL 11g

Discover the power of Structured Query Language (SQL)! You will learn essential SQL skills allowing you to build relational database tables, make ad hoc queries, manage and access data from the database, and write SQL scripts to manipulate data and generate reports. **Textbook required.**

2070001 | 4 CEU | \$959

📍 **Annandale, CED – 6th floor (off campus location):**

Tue, Thu, 5/23 – 6/22

Hung Vu

6:00 PM – 10:00 PM

[Register Now](#)

Oracle PL/SQL 11g

Uncover more features of Oracle 11g PL/SQL! You will learn standard Oracle SQL/PL functions and procedural features such loops (IF-THEN-ELSE, FOR, WHILE). You will explore cursors, object types, packages, triggers, and newly added features in version 11g. **Prerequisite:** Oracle SQL 11g or equivalent experience. **Textbook required.**

2070002 | 4 CEU | \$959

📍 **Annandale, CED – 6th floor (off campus location):**

Thu, Mon, Tue, 7/6 – 7/27

Hung Vu

6:00 PM – 10:00 PM

[Register Now](#)

MS Office & Computer Applications

Access – Introduction

Microsoft Access is used to build and run databases. You will learn how to build database tables, understand data types, and data entry procedures. Design input/output forms and create reports. You'll also learn how to extract information using queries. **Prerequisite:** Windows course or extensive experience using Windows.

2080001 | 0.8 CEU | \$269

📍 **Annandale Campus:** Tue, 7/25 – 8/1

David Campbell

6:00 PM – 10:00 PM

[Register Now](#)

📍 **Reston Center:** Mon, Wed, 7/31 – 8/2

Jennifer Horton

6:00 PM – 10:00 PM

[Register Now](#)

Access – Intermediate

Increase your knowledge of Access by learning to create and use a variety of queries using advanced criteria and multiple tables. Do extensive editing of forms and reports. Learn to use Macros to automate database functions such as menu creation. **Prerequisite:** Intro to MS Access course or extensive experience with MS Access.

2080002 | 1.2 CEU | \$399

📍 **Annandale Campus:** Fri, 8/4 – 8/18

David Campbell

10:00 AM – 3:00 PM

[Register Now](#)

📍 **Reston Center:** Mon, Tue, Wed, 8/7 – 8/9

Jennifer Horton

6:00 PM – 10:00 PM

[Register Now](#)

Excel – The Power of PivotTables

Harness the power of Excel's PivotTable feature! Learn how to create and work with PivotTables, saving time extracting, organizing, and summarizing meaningful data. Discover how to perform a variety of calculations, add report filters, change the structure/format of the PivotTable report, and create PivotChart graphical reports. Its drag-and-drop tools can reduce hours of data manipulation to seconds. The course will be taught using Office 2016. Tuition includes all materials. Please bring a flash drive to class.

2080003 | 0.35 CEU | \$129

📍 **Reston Center:** Mon, 8/14

Veronica Ortiz

6:00 PM – 9:30 PM

[Register Now](#)

Outlook Basics

Discover the many features of Outlook! You will learn how to send/receive, reply to, forward e-mail messages, and work with attachments. Learn to use the calendar feature, manage contacts, create and send appointments, schedule meetings, utilize voting buttons, and much more.

2080005 | 0.6 CEU | \$219

📍 **Woodbridge Regional Center (WRC):** Wed, 7/12

Yvonne Hobbs

9:00 AM – 4:00 PM

[Register Now](#)

Word – Introduction

This course is designed for both new users and those who want to fill in the gaps in their knowledge of Word. You'll become familiar with the most commonly used features of the program including how to enter, edit and format text, margins, tabs, indentations, headers and footers, clip art, and bulleted and numbered lists. The course will be taught using Office 2016. Course manual provided. **Prerequisite:** Basic Windows skills.

2080008 | 0.6 CEU | \$219

📍 **Woodbridge Regional Center (WRC):** Sat, 5/20

Salvatore DeGennaro

9:00 AM – 4:00 PM

[Register Now](#)

📍 **Woodbridge Regional Center (WRC):** Wed, 6/7

Yvonne Hobbs

9:00 AM – 4:00 PM

[Register Now](#)

📍 **Reston Center:** Mon, Wed, 6/19 – 6/21

Veronica Ortiz

6:30 PM – 9:30 PM

[Register Now](#)

Word – Intermediate

Extend your knowledge of Word and increase efficiency. You will learn how to create columns, tables, apply Styles, use the Track Changes feature, use the Reference tools, and perform a mail merge. The course will be taught using Office 2016. Course manual provided. **Prerequisite:** Word – Introduction or a working knowledge of the topics covered in that class.

2080009 | 0.6 CEU | \$219

📍 **Woodbridge Regional Center (WRC):** Wed, 6/14

Yvonne Hobbs

9:00 AM – 4:00 PM

[Register Now](#)

📍 **Reston Center:** Mon, Wed, 6/26 – 6/28

Veronica Ortiz

6:30 PM – 9:30 PM

[Register Now](#)

📍 **Woodbridge Regional Center (WRC):** Sat, 7/22

Salvatore DeGennaro

9:00 AM – 4:00 PM

[Register Now](#)

PowerPoint – Introduction

Get an introduction to the basics of PowerPoint. You'll learn to create a presentation using a design theme including working with backgrounds, layouts, placeholders, text, and images. Then discover the many options for running presentations. The course will be taught using Office 2016. Course manual provided. **Prerequisites:** Entry-level knowledge of Windows and basic mouse and keyboard skills.

2080010 | 0.6 CEU | \$219

Reston Center: Mon, Wed, 6/5 – 6/7 Jennifer Horton	6:00 PM – 9:00 PM	Register Now
Woodbridge Regional Center (WRC): Wed, 6/21 Yvonne Hobbs	9:00 AM – 4:00 PM	Register Now
Woodbridge Regional Center (WRC): Sat, 6/17 Salvatore DeGennaro	9:00 AM – 4:00 PM	Register Now

PowerPoint – Intermediate

Build on your introductory course knowledge. Learn to use: tables, charts, shapes, embedded files, linked files, word art, narrations, animations, sound files, video files, action buttons, hyperlinks, and slide timings. You'll also learn how to create a custom design theme and how to save a presentation so that it is truly portable. The course will be taught using Office 2016. Course manual provided. **Prerequisite:** PowerPoint – Introduction or a working knowledge of the topics covered in that class.

2080011 | 0.6 CEU | \$219

Woodbridge Regional Center (WRC): Wed, 6/28 Yvonne Hobbs	9:00 AM – 4:00 PM	Register Now
Reston Center: Mon, Wed, 6/12 – 6/14 Jennifer Horton	6:00 PM – 9:00 PM	Register Now
Woodbridge Regional Center (WRC): Sat, 8/5 Salvatore DeGennaro	9:00 AM – 4:00 PM	Register Now

Excel – Introduction

Discover the power of Microsoft Excel! This course is designed for both new users and those who want to become more efficient users of Excel. You'll learn how to add, rename and organize spreadsheets; add and format data; copy and paste data; insert/delete rows and columns; sort data; and create a simple chart. A key component of the course will be learning to manually write formulas and insert built-in functions. The course will be taught using Office 2016. Course manual provided. **Prerequisite:** Basic Windows skills.

2080012 | 0.6 CEU | \$219

Annandale, CED – 6th floor (off campus location): Mon, Wed, 5/22 – 5/24 Veronica Ortiz	6:30 PM – 9:30 PM	Register Now
Alexandria Campus: Sat, 6/10 Richard Eichers	9:30 AM – 4:30 PM	Register Now
Reston Center: Mon, Wed, 7/10 – 7/12 Scott Wood	6:00 PM – 9:00 PM	Register Now
Woodbridge Regional Center (WRC): Wed, 7/19 Yvonne Hobbs	9:00 AM – 4:00 PM	Register Now
Woodbridge Regional Center (WRC): Sat, 6/3 Salvatore DeGennaro	9:00 AM – 4:00 PM	Register Now

Excel – Intermediate

Take your Excel skills to the next level! You'll learn advanced aspects of spreadsheet design and layout, conditional formatting, 3-D formulas, tables, multi-criteria sorting, filtering data, how to create a drop down list, Outlining and Lookup functions. The course will be taught using Office 2016. Course manual provided. **Prerequisite:** Excel - Introduction or a strong working knowledge of the topics covered in that class.

2080013 | 0.6 CEU | \$219

Alexandria Campus: Sat, 6/17 Richard Eichers	9:30 AM – 4:30 PM	Register Now
Annandale, CED – 6th floor (off campus location): Mon, Wed, 6/5 – 6/7 Veronica Ortiz	6:30 PM – 9:30 PM	Register Now
Reston Center: Mon, Wed, 7/17 – 7/19 Scott Wood	6:00 PM – 9:00 PM	Register Now
Woodbridge Regional Center (WRC): Wed, 7/26 Yvonne Hobbs	9:00 AM – 4:00 PM	Register Now
Woodbridge Regional Center (WRC): Sat, 7/29 Salvatore DeGennaro	9:00 AM – 4:00 PM	Register Now

Excel – Advanced

Build upon your skills from the intermediate class. Learn to work with and manage large spreadsheets, how to import data from other sources, how to export data, and how to record and modify simple macros to automate tasks. You'll also learn to create Scenarios to do what-if analysis, how to perform multi-criteria calculations, advanced lookup features, such as the Index and Match functions, and an introduction to Pivot tables. Course manual will be provided. The course will be taught using Office 2016. **Prerequisite:** Excel - Intermediate or a strong working knowledge of the topics covered in that class. This course is not required for the Microsoft Office Certificate.

2080014 | 0.6 CEU | \$219

Reston Center: Mon, Wed, 7/24 – 7/26 Scott Wood	6:00 PM – 9:00 PM	Register Now
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QuickBooks Certified User Prep

Become an Intuit® QuickBooks Certified User (QBCU)! This course is for both experienced QuickBooks users and those who are brand new to QuickBooks. It will prepare you to take the Intuit QuickBooks Certified User exam. You will learn effective bookkeeping skills, including how to create purchase orders, track sales and expenses, produce and manage invoices, and monitor financial records. The QBCU verifies both the computer knowledge and the accounting skills needed to manage a company's books effectively.

2080068 | 2.4 CEU | \$579

Woodbridge Regional Center (WRC): Tue, Wed, Thu, Fri, 5/23 – 5/26 Yvonne Hobbs	9:30 AM – 4:30 PM	Register Now
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Business Accounting Using QuickBooks – Complete

Use the power of QuickBooks to take control of your business accounting. Gain in-depth knowledge using real-world transactions. Learn to perform key accounting functions such as reconciling bank accounts, producing accounting and management reports; making adjustments to accounts, performing year-end procedures and closing the accounting period. **Textbook required.**

2080016 | 2.8 CEU | \$689

📍 **Loudoun – Signal Hill:** Sat, 6/3 – 7/22 9:00 AM – 1:00 PM
Brown Dixon [Register Now](#)

QuickBooks in the Cloud

QuickBooks Online is the world's premier cloud-based accounting program. It's always up-to-date and accessible from multiple gadgets (web, tablet, mobile). It can be used by accounting professionals to provide a full range of services and can also accommodate small business owners who have no prior experience in bookkeeping and accounting practices. Topics covered also apply to the desktop version of QuickBooks as well.

2080017 | 0.6 CEU | \$199

📍 **Woodbridge Regional Center (WRC):** Wed, 8/2 9:00 AM – 4:00 PM
Yvonne Hobbs [Register Now](#)

Multimedia & Filmmaking

Adobe After Effects – Level 1

Learn the essential functions of After Effects including workspace, tools, panels, and menu options. Gain and understanding of the process for creating animations in 2D and 3D space. You will create graphic animations and visual effects on still images and video. **Prerequisites:** Basic knowledge of Photoshop Layers, Illustrator graphics, and video timecode is recommended.

2090002 | 1.2 CEU | \$399

📍 **Loudoun Campus:** Mon, Wed, 7/17 – 7/26 6:30 PM – 9:30 PM
Jolita Rector [Register Now](#)

Adobe After Effects – Level 2

Explore advanced compositing enhancements from tracking, stabilizing footage to rotoscoping/working inside of a real 3D application, Cinema 4D Lite integrated 100% with Adobe After Effects. You will create a movie title animation for use in your personal projects. **Prerequisite:** Adobe After Effects – Level 1 or equivalent knowledge.

2090003 | 1.2 CEU | \$399

📍 **Loudoun Campus:** Mon, Wed, 7/31 – 8/9 6:30 PM – 9:30 PM
Jolita Rector [Register Now](#)



Digital Filmmaking – Introduction

Designed for those with little or no digital video/film production experience, this hands-on course provides a comprehensive overview of the various techniques and procedures used to produce creative digital video/film projects.

2090004 | 0.7 CEU | \$229

📍 **Loudoun Campus:** Fri, 6/2 6:30 PM – 10:00 PM
Sat, 6/3 9:30 AM – 1:00 PM
Robert Brown [Register Now](#)

📍 **Loudoun Campus:** Fri, 8/4 6:30 PM – 10:00 PM
Sat, 8/5 9:30 AM – 1:00 PM
Robert Brown [Register Now](#)

Digital Video/Filmmaking & Adobe Premiere – Level 1

Explore one of the most popular digital video-editing applications! In this hands-on course you will learn the fundamentals of digital editing techniques in the creation of digital video projects.

2090007 | 1.2 CEU | \$399

📍 **Loudoun Campus:** Fri, 6/16 – 6/23 6:30 PM – 9:30 PM
Sat, 6/17 – 6/24 9:30 AM – 12:30 PM
Robert Brown [Register Now](#)

📍 **Loudoun Campus:** Tue, Thu, 8/8 – 8/17 6:30 PM – 9:30 PM
Robert Brown [Register Now](#)

📍 **Woodbridge Regional Center (WRC):** Fri, 8/11 – 8/18 6:30 PM – 9:30 PM
Sat, 8/12 – 8/19 9:30 AM – 12:30 PM
Robert Brown [Register Now](#)

Digital Video/Filmmaking & Final Cut Pro X – Level 1

Get an introduction to Apple™s unique and robust digital video-editing application! In this hands-on course you will learn fundamentals of digital editing techniques in the creation of digital video projects.

2090009 | 1.2 CEU | \$399

📍 **Loudoun Campus:** Fri, 7/7 – 7/14 6:30 PM – 9:30 PM
Sat, 7/8 – 7/15 9:30 AM – 12:30 PM
Robert Brown [Register Now](#)

Networking & Communications

Networking Essentials

New to local area networks (LANs)? This course is a great place to start! Learn about the necessary hardware components of the basic LAN. Discover the intricacies of establishing advanced complex internetworks and the devices specific to them: switches and routers. **Textbook required.**

2100005 | 2.4 CEU | \$649

➤ **Annandale, CED – 6th floor (off campus location):**

Sat, 5/20 – 6/17
Kofi Mitchual

9:00 AM – 4:00 PM
[Register Now](#)

Windows 7, Configuration (70-680)

Get the skills needed to support Windows 7 in a corporate or small business environment. Learn everything you need to know to prepare for the 70-680 exam including: installing, upgrading, migrating and deploying Windows 7, as well as configuring hardware, applications, network connectivity, backup and recovery. **Prerequisites:** Basic knowledge of PCs and the MS Windows operating system. **Textbook required.**

2100006 | 1.8 CEU | \$529

➤ **Annandale, CED – 6th floor (off campus location):**

Sat, 7/15 – 7/29
Kofi Mitchual

9:00 AM – 4:00 PM
[Register Now](#)

Administering Windows Server 2012 R2 (Exam 70-411)

Learn advanced concepts required to successfully Administer the 2012 R2 Server. This course will prepare students for the Microsoft Windows Certification Examination 70-411: Administering Windows Server 2012 R2. This is the second exam required for the MCSA certification. Topics covered include: the Windows Deployment Server, Windows Server Update Services, File server Resource Manager, Group Policy Objects (GPO)'s, drive encryption, configuring VPN & Routing and Remote Access, Network Policy Server, Network Access Protection and maintaining the Active Directory. **Prerequisites:** Working knowledge of XP Pro, Vista & Windows 7 or equivalent networking experience. **Textbook required.**

2100015 | 2.4 CEU | \$699

➤ **Annandale, CED – 6th floor (off campus location):**

Fri, 5/19 – 6/16
David Campbell

10:00 AM – 4:30 PM
[Register Now](#)

CyberWatch Security

Delve into the evolving world of network security. Discover what the forces of evil are doing to pry into your network or PC and how you can protect yourself. Work with firewalls and check out the strengths and weaknesses of leading Network Operating Systems.

2100007 | 0.6 CEU | \$249

➤ **Annandale, CED – 6th floor (off campus location):**

Sat, 7/29
David Campbell

10:00 AM – 4:30 PM
[Register Now](#)

Microsoft's PowerShell Scripting

Understand why every network administrator needs to use MS PowerShell! Learn the most beneficial Cmdlets and commands, as well as the ones you'll use daily to automate administrative tasks. See Windows Management Instrumentation (WMI) in action. **Prerequisite:** Experience as a network administrator – XP, Windows 2003 or 2008.

2100018 | 0.6 CEU | \$269

➤ **Annandale, CED – 6th floor (off campus location):**

Fri, 6/30
David Campbell

10:00 AM – 4:30 PM
[Register Now](#)

TCP/IP 2017

Learn the essential skills needed to plan, set up, configure, and support your TCP/IP-based network. You will explore connectivity problems using TCP/IP with a UNIX host and learn how to troubleshoot the TCP/ IP Windows network. Each session includes a lecture followed by hands-on exercises. **Prerequisites:** An understanding of basic networking terminology and Windows.

2100019 | 1.8 CEU | \$529

➤ **Annandale, CED – 6th floor (off campus location):**

Sat, 6/24 – 7/22
David Campbell

9:00 AM – 4:00 PM
[Register Now](#)

Web Design & Development

Adobe Photoshop – Level I (Online)

Adobe Photoshop is considered by many as the industry-leading application for editing photos. Learn more about the **virtual class**. **Prerequisites:** Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

2120064 | 1.5 CEU | \$499

➤ **Online:** Tue, Thu, 5/23 – 6/6

Faydra Fields

6:30 PM – 9:30 PM
[Register Now](#)

Adobe Dreamweaver – Level I (Online)

Adobe Dreamweaver is the visual development tool for creating, publishing and managing websites and mobile content. Learn more about the **virtual class**. **Prerequisites:** Intro to Web Page Design and Intermediate HTML5 & CSS3 or equivalent experience. Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

2120067 | 1.2 CEU | \$399

➤ **Online:** Tue, Thu, 7/18 – 7/27

Faydra Fields

6:30 PM – 9:30 PM
[Register Now](#)

Adobe Illustrator – Level I (Online)

Adobe Illustrator is used by artists and designers to create vector graphics that are used in both print and digital form. Learn more about the **virtual class**. **Prerequisites:** Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

2120070 | 1.5 CEU | \$499

➤ **Online:** Thu, Tue, 6/8 – 6/22

Faydra Fields

6:30 PM – 9:30 PM
[Register Now](#)

HTML5 & CSS3 – Level I (Online)

HTML5 is a markup language used to structure web pages, and CSS3 is a styling language used in conjunction with HTML5 to define the appearance of webpages. Learn more about the [virtual class](#).

Prerequisites: You must have a thorough understanding of the Windows environment, including the ability to create folders and locate, open, and save files.

2120077 | 1.2 CEU | \$399

📍 **Online:** Tue, Thu, 6/27 – 7/13
Faydra Fields [Register Now](#)

Adobe Muse – Level I (Online)

Adobe Muse allows designers to create websites without having to write any code. Learn more about the [virtual class](#).

2120082 | 1.2 CEU | \$399

📍 **Online:** Tue, Thu, 8/1 – 8/10
Faydra Fields [Register Now](#)

Intro to Web Page Design

This hands-on course introduces you to the exciting world of web page creation! You will learn to write HTML5 using a text editor. General design principles and an introduction to Cascading Style Sheets (CSS) are also included. The first hour of class is crucial. Please bring a thumb drive to save your work. **Prerequisites:** You must have a thorough understanding of the Windows environment, including the ability to create folders and locate, open, and save files. Familiarity with Notepad. Bring thumb drive to class to save your work.

2120007 | 1.2 CEU | \$399

📍 **Alexandria Campus:** Mon, Wed, 5/22 – 5/31
Thu, 6/1
Teresa Murphy [Register Now](#)

CSS & Mobile Layout

Learn all the basic CSS for formatting the typography, colors, and backgrounds of your pages. Discover how to format web pages that adapt from desktop to tablet to phone size using CSS Media Queries.

Prerequisite: Introduction to Web Page Design or proficiency in HTML coding.

2120014 | 1.5 CEU | \$499

📍 **Alexandria Campus:** Mon, Wed, 6/5 – 6/19
Teresa Murphy [Register Now](#)

Photoshop for the Web

This course takes you from the basics of image editing all the way through polished mockups of Web Pages to impress your clients. Use artboards to convey your designs at responsive breakpoints for mobile devices. Discover how extract CSS styles from your mockups, and use the asset generator to export elements as .gifs, .jpgs, and .pngs for use in Web pages. Also learn how to create animated gifs. **Prerequisite:** Experience working with a personal computer. Please bring an empty thumb drive. Textbook Optional.

2120016 | 1.2 CEU | \$399

📍 **Alexandria Campus:** Wed, 7/12 – 7/19
Sat, 7/15 – 7/22
Lawrence Getubig [Register Now](#)

Building Websites with WordPress®

Learn how to create your own website using WordPress®, one of the most popular and widely used content management systems. In this course you will gain an understanding of the mechanics of a WordPress® website. You will delve into the creation and posting of actual content, how to use various themes and plug-ins to integrate images and media into the site. In the end, you will have the basic knowledge to create your own feature-rich website.

2120001 | 0.6 CEU | \$199

📍 **Woodbridge Regional Center (WRC):** Sat, 7/8
Deborah Rodgers [Register Now](#)

Adobe Photoshop – Level I

Learn the fundamentals of Adobe Photoshop, the industry standard for image editing! Gain an understanding of the Photoshop workspace, tools, palettes, and menu options. Learn the skills needed to manipulate images and create amazing graphics. **Prerequisites:** Ability to locate, open, and save files in a Windows environment, be comfortable using a mouse.

2120011 | 1.2 CEU | \$399

📍 **Loudoun – Signal Hill:** Mon, Wed, 6/19 – 6/28
Jolita Rector [Register Now](#)

Building Websites with Free Content Management Systems

Learn the magic of Free Content Management Systems (CMS) which permit users to edit their sites online. Working primarily in WordPress, but we will also touch on Joomla and Drupal, learn how to install, customize and discover their best functionalities and features. **Prerequisites:** Dreamweaver for Effective Web Design, or Intro to Web Page Design, or solid knowledge of CSS and HTML coding. Please bring an empty thumb drive.

2120017 | 1.2 CEU | \$399

📍 **Alexandria Campus:** Mon, Wed, 7/24 – 7/31
Sat, 7/29
Teresa Murphy [Register Now](#)

Web Design Studio Lab

Sharpen your Web design skills by building a full site with support from your instructor coach. This lab is for those who are nearing completion of the Web Design Certificate program or have comparable skills. You will create a plan for the site's architecture, design, and search engine strategy. Working on your own, you will build the site either in Dreamweaver or in WordPress. **Prerequisites:** All classes in the Web Design Certificate or equivalent experience.

2120018 | 1.5 CEU | \$499

📍 **Alexandria Campus:** Wed, Mon, 8/2 – 8/16
Teresa Murphy [Register Now](#)

Introduction to JavaScript

This hands-on course will enable you to go beyond the capabilities of HTML5 and CSS. Learn data types, expressions, conditional and looping statements, arrays, functions and event handlers. You will learn how to write JavaScript to dynamically modify HTML and apply CSS classes, validate forms, create menus, and utilize dates and time. **Prerequisite:** Introduction to Web Page Design or proficiency in HTML and CSS. Textbook Optional.

2120020 | 1.2 CEU | \$399

📍 **Alexandria Campus:** Sat, 6/3 – 6/24 1:00 PM – 4:00 PM
William Pegram [Register Now](#)

Web Basics – HTML & CSS

This hands-on course uses HTML to create pages using text formatting, images, lists, and tables. Cascading Style Sheets (CSS) is used to add color, fonts, and many other special visual effects. Bring a thumb drive. **Prerequisites:** Basic understanding of your computer's operating system and the Internet.

2120031 | 1.2 CEU | \$399

📍 **Woodbridge Regional Center (WRC):** Thu, 6/1 – 6/22 6:50 PM – 9:50 PM
Deborah Rodgers [Register Now](#)

Building Fluid Sites with Bootstrap Shortcuts

Learn Bootstrap, a popular, open source framework that prepackages HTML5, CSS3, and jQuery/JavaScript components in a ready-to-use format. Learn to build responsive rows/columns, menus, buttons, icons, images, video, and explore JavaScript components like carousels, tabs, tool tips and scrolling. **Prerequisites:** Familiarity with HTML and CSS.

2120057 | 1.2 CEU | \$399

📍 **Alexandria Campus:** Mon, Thu, 7/10 – 7/20 6:30 PM – 9:30 PM
Gerhard Treiber [Register Now](#)

Dreamweaver with Bootstrap

Dreamweaver lets you build mobile-ready web pages in a fraction of the time of hand coding via shortcuts from the popular Bootstrap framework. You will build layouts with dropdowns, carousels, and other jQuery widgets. Then add forms, video, and subtle animations.

2120089 | 1.5 CEU | \$499

📍 **Alexandria Campus:** Wed, Mon, 6/21 – 7/5 6:30 PM – 9:30 PM
Sat, 7/8 1:00 PM – 4:00 PM
Teresa Murphy [Register Now](#)

PHP Basics

PHP is one of the most supported languages for server-side programming. You will learn the basics of the PHP language including variables, arrays, loops, and functions. Also included will be how to generate e-mail from the web server using PHP and how to validate form data. Bring a thumb drive. **Prerequisite:** JavaScript Basics or equivalent knowledge.

2120061 | 1.2 CEU | \$399

📍 **Woodbridge Regional Center (WRC):** Sat, 6/3 – 6/10 9:30 AM – 4:30 PM
Deborah Rodgers [Register Now](#)

PHP Advanced

Combining PHP and MySQL techniques, you will learn to use PHP to interact with a MySQL database to build, validate and process forms, and regulate user access. Bring a thumb drive to class. **Prerequisites:** PHP Basics and MySQL Basics.

2120063 | 0.6 CEU | \$199

📍 **Woodbridge Regional Center (WRC):** Sat, 6/24 9:30 AM – 4:30 PM
Deborah Rodgers [Register Now](#)

MySQL Basics

MySQL is the most popular database management system for small to medium websites. You will learn the database, data types, and SQL. This course is designed to prepare you for building database-driven sites using PHP. Bring a thumb drive. **Prerequisites:** Comfortable with using a web browser and mouse in a Windows environment.

2120062 | 0.6 CEU | \$199

📍 **Woodbridge Regional Center (WRC):** Sat, 6/17 9:30 AM – 4:30 PM
Deborah Rodgers [Register Now](#)

Advanced CSS for Responsive Web Design

Take your web design skills to the next level using CSS for responsive web design. This class will focus on advanced CSS design techniques, the CSS box model and grid design. Students will learn to use CSS to design web pages that work for computer screens, tablets, and phones. **Prerequisite:** Web Basics (HTML & CSS) or equivalent skills/knowledge. Bring a USB storage device to class.

2120081 | 0.6 CEU | \$199

📍 **Woodbridge Regional Center (WRC):** Thu, 7/13 – 7/20 6:50 PM – 9:50 PM
Deborah Rodgers [Register Now](#)

Web Design

This hands-on course will teach you to effectively plan, design, and troubleshoot websites. Industry professionals lead students through the course modules including hands-on exercises and a class web design project. Students will gain a strong skill set and knowledge base in web design. Course curriculum includes HTML5, Web design and graphics, JavaScript, Cascading Style Sheets (CSS3), jQuery, Wireframe, and Bootstrap. **Prerequisites:** Experience using Microsoft Windows, Microsoft Word, Internet and email. <https://nvcc.augusoft.net/Customers/NVCC/files/Web%20Design.pdf>

2120084 | 6.4 CEU | \$2,100

📍 **Reston Center:** Thu, Tue, 6/1 – 7/27 6:00 PM – 10:00 PM
[Register Now](#)



Enroll Today!

Registration is continuous throughout the summer semester and remains open until the course maximum is reached.

Get the course you want – register and pay for it early!



Online: www.nvcc.edu/workforce

The fastest and most convenient way to register for classes is online. Register and pay with your VISA, MasterCard or American Express credit card. E-check payments with no fee may be completed online.



In Person: Register at any one of the three full-service Workforce Development Offices at Annandale, Loudoun and Woodbridge. Pay with check or cash at any campus Business Office. Credit card payments are not accepted in person.

Using the **MyWorkforce** online registration system is the fastest and most convenient way to register for classes.

Step 1: Create a New Profile or Sign In – If you are new to **MyWorkforce**, please create a new student profile. This is a one-time process and will provide you with your own personal, password-protected account. You must have an e-mail address to complete the profile. On your next visit to **MyWorkforce**, simply sign in to your account.

Step 2: Locate classes – Browse all classes by category or search for a specific class by name using the search box at the top of the page. You can also sort classes by location, instructor, price, and start date.

Step 3: Add classes to your “cart” & check out – To select a class for registration, click “Add to Cart.” If a class is full, you can add your name to the waiting list (if available). Once you’ve selected your classes, click “Checkout,” agree to the refund policy, and follow the directions to complete your registration with your VISA, MasterCard or American Express credit card. You will receive an e-mail confirmation within 24 hours.

If you need assistance, please call **703-503-6300** or e-mail NOVAWorkforceAnswers@nvcc.edu.

Payment: Workforce Development class fees are due at the time of registration. Payment plans may not be used for non-credit tuition. Attending without payment or auditing classes is not allowed. For Third Party Payment options, contact NOVAWorkforceanswers@nvcc.edu.

Course Changes, Cancellations & Refunds:

Please make sure your contact information is up to date. This will enable us to promptly notify you should there be a change or course cancellation. If we cancel a course, we will gladly transfer you to another or give you a full refund.

Student Requested Course Changes

To **change** classes or transfer to another section of a course, call any one of the three full-service Workforce Development Offices at Annandale, Loudoun and Woodbridge a minimum of 4 calendar days before the start date of your current course.

Enrollment Cancellation with Full Refund

E-mail your request to wddrefunds@nvcc.edu at least 4 calendar days prior to the first class session. We will gladly refund your tuition after we receive your written request. If you pay by credit card the refund will be credited to your card. All other refunds will be issued in the form of a check and will be made payable to the student, regardless of who paid the tuition and fees.

	Annandale Campus	Loudoun Campus	Woodbridge Campus		
Workforce Office	Workforce Full Service Office	Workforce Full Service Office	Workforce Full Service Office		
Location & Contact	Ernst Community Cultural Center – CE 202 8333 Little River Tnpk Annandale, VA 22003 703-323-3168 Mon – Fri: 8:30 am – 5 pm	Loudoun, Signal Hill (off-campus) 21335 Signal Hill Plaza, Suite 300 Sterling, VA 20164 703-450-2551 Mon – Fri: 8:30 am – 5 pm	Regional Center for Workforce Education & Training (WRC) 2645 College Drive Woodbridge, VA 22191 703-878-5770 Mon – Fri: 8:30 am – 5 pm		
Workforce Full Service Offices at Annandale, Loudoun and Woodbridge can assist you with registration and answer questions about all Workforce courses and programs. Office hours subject to change. For additional hours of operation, visit www.nvcc.edu/workforce .					
	Alexandria Campus	Annandale Campus	Loudoun Campus	Manassas Campus	Woodbridge Campus
Classroom & Off-Campus Locations	Alexandria Campus 5000 Dawes Avenue Alexandria, VA 22311	Annandale Campus 8333 Little River Tnpk Annandale, VA 22003 Annandale, CED 7630 Little River Tnpk 6th floors Annandale, VA 22003	Loudoun Campus 21200 Campus Drive Sterling, VA 20164 Loudoun, Signal Hill 21335 Signal Hill Plaza, Suite 300 Sterling, VA 20164 Reston Center 1831 Wiehle Avenue 3rd floor Reston, VA 20190	Manassas Campus 10950 Campus Drive Manassas, VA 20109	Woodbridge Campus 2645 College Drive Woodbridge, VA 22191